



CHECKLIST FOR COMPLETING BUILDING AND ZONING APPLICATIONS
YOUR **COMPLETED** BUILDING PERMIT APPLICATION SHOULD INCLUDE THE FOLLOWING:

New Construction and Additions

- ☐ BUILDING CONTRACTOR AND BUILDING QUALIFIER NUMBERS (PERMIT WILL NOT BE PROCESSED WITHOUT THESE 2 NUMBERS)
- ☐ A LIST OF ALL SUB-CONTRACTORS WITH ADDRESSES, PHONE NUMBERS, FAX NUMBERS, AND ANY REQUIRED STATE CERTIFICATION
 - A.) EXCAVATOR B.) CEMENT CONTRACTOR C.) ELECTRICIAN
 - D.) BUILDER E.) HVAC CONTRACTOR F.) PLUMBING FIRM
 - G.) LANDSCAPER
- ☐ ZONING APPLICATION WITH ALL NAMES, ADDRESSES, AND PHONE NUMBERS
- ☐ SIGNATURE OF THE APPLICANT
- ☐ SIGNED DEVELOPERS' APPROVAL LETTER
- ☐ SITE PLAN, DRAWN TO SCALE SHOWING ALL SETBACKS AND SITE IMPROVEMENTS (E.G. BUILDING, SIDEWALKS, DRIVEWAYS, ETC.)
- ☐ TWO COMPLETE SETS OF BUILDING PLANS DRAWN TO SCALE WHICH MUST INCLUDE WIND BRACING PLAN
- ☐ COMPLETE EROSION CONTROL PLAN
- ☐ ENERGY WORKSHEET FORM WITH COMPLETED HEAT LOSS CALCULATIONS
- ☐ BUILDING CONTRACTOR'S E-MAIL ADDRESS (FOR ELECTRONIC NOTIFICATION WHEN THE PERMIT IS APPROVED.)
- ☐ COMPLETE DRIVEWAY PERMIT APPLICATION
- ☐ COMPLETED ONLINE FORM THROUGH WI DSPS BUILDING PERMIT SYSTEM

JOB ADDRESS: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

CONTACT EMAIL ADDRESS _____